



**DEPARTMENT OF LABOR AND EMPLOYMENT**

Region XI · Davao Region

# **DOLE XI Job Fair Management System**

## **Job Seeker User Manual**

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**AVOID THE QUEUE — PRE-REGISTER EARLY!**

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# 1 Introduction

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Welcome to the **DOLE XI Job Fair Management System**! This online platform is provided by the Department of Labor and Employment, Region XI to make joining the job fair easier, faster, and more convenient for every job seeker.

## Purpose of the System

In the past, job seekers had to fall in line for a long time just to register at the job fair venue. This system lets you do most of that work from home using your phone or computer. You register once, fill out your information, and you are ready before the event even begins.

## Benefits of Using the Online Job Fair Platform

- **Save time** — skip the long lines by registering early online.
- **Less paperwork** — your details are saved and ready to use.
- **More choices** — browse many companies and job openings in one place.
- **Apply easily** — send applications to employers with just a few clicks.
- **Stay updated** — check the status of every job you applied for.

## Who Can Use the System

Anyone looking for a job and planning to attend the DOLE XI Job Fair can use this system. With your account, you can:

- Register for the job fair online.
- Create your own job seeker profile.
- Browse the available job vacancies.
- Submit applications to employers.
- Track the status of your applications.

## 2 Getting Started

Before you begin, please make sure you have everything you need. You do not need any special software — just the items listed below.

### What You Will Need (System Requirements)

- **A device** — a computer, laptop, tablet, or smartphone will all work.
- **An internet connection** — mobile data or Wi-Fi is fine.
- **A valid email address** — this is used to verify your account and receive updates.
- **An active mobile number** — some notifications and login codes may be sent by text message.

#### Good to Know

The website works on any modern web browser such as Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari. Make sure your browser is up to date for the best experience.

### Opening the Website

- 1 Open your web browser (for example, Google Chrome).
- 2 Type the job fair website address into the address bar at the top.
- 3 Press **Enter** to open the home page.



*[Insert Screenshot: Home / Landing Page]*

## 3 Creating an Account

To use the system, you first need to create your own account. This only needs to be done once. Follow these simple steps:

- 1 Open the Job Fair website in your browser.
- 2 Click the **Register** button.
- 3 Select **Job Seeker** as your account type.
- 4 Fill out the registration form with your correct personal details.
- 5 Enter a **valid email address** that you can access.
- 6 Create a **password** that you can easily remember but others cannot guess.
- 7 Click **Create Account**.
- 8 Check your email inbox for a verification message.
- 9 Open the message and click the **verification link** to confirm your account.

### Please Remember

Use an email address and password that you can remember. You will need them every time you log in. If you do not see the verification email, please check your *Spam* or *Junk* folder.



[Insert Screenshot: Registration Page]

## 4 Logging In

Once your account is verified, you can log in anytime to update your information, browse jobs, or apply.

- 1 Open the Job Fair website.
- 2 Click the **Login** button.
- 3 Enter your registered **email address**.
- 4 Enter your **password**.
- 5 Click **Sign In**.

### Forgot Your Password?

If you cannot remember your password, click the **Forgot Password** link on the login page and follow the instructions to reset it using your email.



*[Insert Screenshot: Login Page]*

## 5 Completing Your Profile

Your profile is like your online resume. Employers use it to learn about you. It is very important to complete your profile **before applying** for any job, because a complete profile gives you a better chance of being noticed and hired.

### Information You May Be Asked to Provide

- **Personal Information** — full name, birthday, sex, and civil status.
- **Contact Details** — address, mobile number, and email.
- **Educational Background** — schools attended and courses taken.
- **Work Experience** — previous jobs, if you have any.
- **Skills** — things you are good at or trained to do.
- **Preferred Job Positions** — the kind of work you are looking for.

### Steps to Complete Your Profile

- 1 Open the **Profile** page after logging in.
- 2 Complete all the required information in each section.
- 3 Double-check that everything is correct.
- 4 Click **Save Changes**.

#### Tip for Success

Fill out as much information as you can. The more complete your profile, the easier it is for employers to see that you are a good match for their job openings.



*[Insert Screenshot: Profile Page]*

## 6 Uploading Resume and Documents

You can attach a copy of your resume and other documents to your account. This makes it easy to share them with employers during the job fair.

### Accepted File Formats

- PDF files (**.pdf**) — recommended.
- Word documents (**.doc** or **.docx**).
- Image files (**.jpg** or **.png**) for scanned documents.

### Uploading a Resume

- 1 Go to the **Documents** page.
- 2 Click the **Upload** button.
- 3 Select the file from your device.
- 4 Click **Save** to attach it to your account.

### Updating Uploaded Files

If you need to replace a document with a newer version, simply upload the new file using the same steps. The new file will take the place of the old one.

#### File Size Tip

Keep your files small and clear (for example, under 5 MB). If a scanned document looks blurry, scan it again so employers can read it easily.



*[Insert Screenshot: Document Upload Page]*

## 7 Pre-Registration for the Job Fair

Pre-registration means signing up for the job fair **before** the actual event day. This is one of the most helpful features of the system.

### Why Pre-Registration Is Important

- You avoid long lines at the venue.
- Your information is already saved, so check-in is faster.
- Staff can assist you more quickly during the event.
- You can plan ahead which companies you want to visit.

### Steps to Pre-Register

- 1 Log in to your account.
- 2 Open the **Job Fair Registration** page.
- 3 Review your information to make sure it is correct.
- 4 Click **Submit Registration**.

#### ⚠ Important Notice — Avoid the Queue, Pre-Register Early!

Job seekers who complete their pre-registration before the event can enjoy a faster registration process and receive assistance more quickly during the job fair. Do not wait for event day — register now and save time!



*[Insert Screenshot: Job Fair Registration Page]*

## 8 Browsing Job Opportunities

The system lets you explore all the job openings from companies joining the job fair. You can take your time to look through them and find the ones that fit you best.

### What You Can Do

- **View job openings** from many different companies.
- **Read job descriptions** to understand the work involved.
- **Review qualifications** to see if you meet the requirements.
- **Search for jobs** by keyword, company, or position.

### How to Browse

- 1 Log in to your account.
- 2 Open the **Job Listings** or **Vacancies** page.
- 3 Scroll through the list, or type a keyword in the search box to find a specific job.
- 4 Click on any job title to read the full details.



*[Insert Screenshot: Job Listings Page]*

## 9 Applying for a Job

When you find a job you like, you can apply for it directly through the system. Make sure your profile is complete before applying.

- 1 Open the job vacancy you are interested in.
- 2 Carefully review the qualifications and requirements.
- 3 Click the **Apply** button.
- 4 Confirm your application when asked.

### You Can Apply to More Than One Job

Feel free to apply to several jobs that match your skills and interests. This increases your chances of being invited for an interview.



*[Insert Screenshot: Job Details Page]*

## 10 Viewing Submitted Applications

After applying, you can keep track of all your job applications in one place. This helps you stay organized and know what is happening with each one.

### What You Can See

- The list of jobs you have applied for.
- The current status of each application.
- The details of each application you submitted.

### Understanding Application Status

Each application will show a status that tells you what stage it is in:

Status	What It Means
Submitted	Your application has been sent and received.
Under Review	The employer is currently looking at your application.
Shortlisted	You are among the candidates being considered.
Interview Scheduled	You have been invited for an interview.
Hired	Congratulations! The employer has selected you.
Not Selected	You were not chosen for this position this time.

#### Keep Checking

Log in from time to time to see if your application status has changed. If you are invited for an interview, be sure to prepare and arrive on time.



[Insert Screenshot: Application Status Page]

## 11 Printing and Downloading Documents

During the job fair, you may be asked to show printed copies of your information. The system lets you print or download these documents easily so you are always ready.

### Printing the Job Seeker Profile

- 1 Log in to your account.
- 2 Open your **Profile**.
- 3 Review your information to make sure it is correct.
- 4 Click **Print Profile**.
- 5 Save it as a PDF or print a physical copy.



*[Insert Screenshot: Print Profile Page]*

### Printing the Registration Slip / Confirmation

Your registration slip may be requested by staff during the job fair as proof that you pre-registered.

- 1 Open the **Job Fair Registration** page.
- 2 View your registration details.
- 3 Click **Print Registration Slip**.
- 4 Save or print the document.



*[Insert Screenshot: Registration Slip Page]*

### Downloading Documents

You may also download copies of your documents to keep for your own records. Examples include:

- Registration Confirmation

- Profile Summary
- Application Summary

- 1 Open the document you want to keep.
- 2 Click the **Download** button.
- 3 Save the file to your device.



*[Insert Screenshot: Download Document Page]*

## 12 Helpful Reminders & Tips

Keep these simple reminders in mind to make your job fair experience smooth and successful:

- **Bring printed copies of your resume** when attending the job fair.
- **Keep a copy of your registration confirmation** — you may need to show it at the venue.
- **Verify all your information** before printing any document.
- **Printed documents help speed up** employer interviews and verification at the event.
- **Dress neatly** and arrive early on the day of the job fair.
- **Keep your login details safe** and do not share your password with anyone.

### ⚠ **One Last Reminder**

Pre-register early! Completing your registration and profile before the event means less waiting and more time talking to employers on the day of the job fair.

## 13 Frequently Asked Questions

### **Do I have to pay to use the system?**

No. The DOLE XI Job Fair Management System is free for all job seekers.

### **I did not receive my verification email. What should I do?**

Please check your Spam or Junk folder. If it is still not there, make sure you typed your email address correctly, then try registering again or use the resend option if available.

### **Can I use my phone instead of a computer?**

Yes. The website works on smartphones, tablets, laptops, and computers. Just make sure you have an internet connection.

### **Can I apply to more than one job?**

Yes. You may apply to as many jobs as you like, as long as you meet the qualifications.

### **Do I still need to pre-register if I can register at the venue?**

You can register at the venue, but pre-registering online is much faster and helps you avoid the long lines.

### **What should I bring on the day of the job fair?**

Bring printed copies of your resume, a valid ID, and your registration confirmation slip.

#### **Need More Help?**

If you have questions that are not answered here, please approach any DOLE XI staff member at the job fair venue, or look for the help desk. They will be happy to assist you.